

## **104 KAR 1:070. Records and reports for apprenticeships and training programs.**

RELATES TO: KRS 344.070

STATUTORY AUTHORITY: KRS 344.250(3)

NECESSITY, FUNCTION, AND CONFORMITY: This administrative regulation establishes the requirement governing the submission, retention, content, and substitution of records and reports by persons covered by KRS 344.250(3).

Section 1. Retention of Records. (1) An apprenticeship or training program shall keep a list of applicants according to race, national origin, sex and age.

(2) The list shall be maintained:

(a) In chronological order;

(b) For a period of two (2) years.

(3) A list of requests for reasonable accommodations by persons with disabilities shall also be maintained for two (2) years.

Section 2. Enrollment Records. (1) An apprenticeship or training program shall furnish to the commission, upon request a breakdown of current enrollment by race, national origin, sex and age.

(2) A list of requests for reasonable accommodations from persons with disabilities shall also be furnished upon request.

Section 3. Substitution of Records. The commission may when necessary for a complete investigation disallow substitution of reports previously submitted to other governmental agencies. (3 Ky.R. 673; Am. 745; eff. 5-4-77; 18 Ky.R. 2871; eff. 4-14-92; 19 Ky.R. 2087; 2395; eff. 5-10-93.)